



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

Summer Retreat July 22, 2016

The Knightdale Town Council met at 9:30 a.m. at the Courtyard Marriott Downtown District hotel at 229 North 2nd Street, Wilmington, NC.

PRESENT: Mayor James Roberson, Mayor Pro Tem Mike Chalk, Councilors Pete Mangum, Mark Swan, Randy Young, and Dustin Tripp.

ABSENT: No one.

Staff Members Present: Whitney Ledford, Town Clerk; Chris Hills, Development Services Director; Suzanne Yeatts, Administrative Services Director, Lawrence Capps, Police Chief.

Meeting called to order by Mayor Roberson at 9:31 a.m.

WELCOME

Welcome by Mayor Roberson.

ITEM I. PRD Rezoning Process

Development Services Director Chris Hills presented the Residential Development process including optional public hearing guidelines, zoning history, and options for residential processes. Mr. Hills answered questions and recommended that staff amend the Planned Residential Development to require a full master plan with the application. The Town Council was in favor of the staff recommendation and discussed public hearing guidelines for future meetings.

Mayor Roberson called for a brief recess at 10:48 a.m. The meeting resumed at 10:58 a.m.

ITEM II. Administrative Services Update

Administrative Services Director Suzanne Yeatts gave an update on the current status of her department, including the recent vacancy in the Public Information Officer position and the hiring process that is underway. Ms. Yeatts also presented several possible options for reorganizing the Town's organizational structure and answered questions from Council.

The Town Council discussed these options focusing on ways to create a sustainable organizational structure in anticipation of a new Town Manager.

Mayor Roberson called for a lunch break at 11:57 p.m. The meeting resumed at 12:49 p.m.

The Town Council further discussed the possible organizational structure changes and gave staff direction in presenting an updated Position Classification Plan at the next Town Council meeting to reflect their discussion.

Mayor Roberson called for a short recess at 1:40 p.m. The meeting resumed at 1:45 p.m.

ITEM III. Public Safety Presentation

Police Chief Lawrence Capps presented an update for both the Police and Fire Departments including how a collaborative effort has been made to increase efficiency and community awareness. Chief Capps answered questions from Council.

ITEM IV. Next Steps: Structure of the Town

This item was added to discuss an item tabled at the July 21, 2016 meeting.

Ms. Yeatts discussed the options available to the Town when hiring a new Town Manager, including using a search firm or Human Resources facilitating the process. Ms. Yeatts answered questions from Council and explained that with Neogov, the Town's new Human Resources software, the Town has the ability to provide the same extensive hiring process that a firm would.

The Town Council decided to begin the hiring process with Human Resources facilitating and assigned Councilors Young and Tripp to participate on a sub-committee.

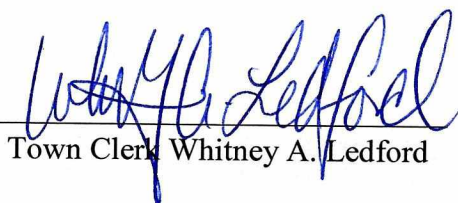
ITEM V. Operational Manager Update

Ms. Yeatts, Mr. Hills, and Chief Capps presented a PowerPoint presentation that encapsulated the positive changes happening amongst Town staff, including the ways staff is embracing the new core values of ARC.

Mayor Roberson thanked Council for attending the Summer Retreat as well as staff for their continued efforts, noting that the Council is pleased with their leadership.

ITEM V. ADJOURNMENT

...Motion by Councilor Tripp to adjourn at 3:42 p.m. Motion seconded by Councilor Young and carried unanimously.



Town Clerk Whitney A. Ledford



Mayor Pro Tempore Mike Chalk